

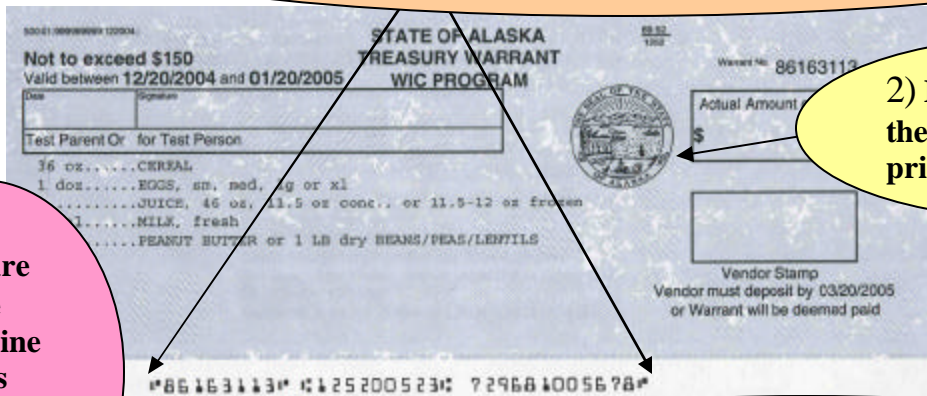
Before You Issue a WIC Warrant...

1) Confirm that computer symbols appear at the beginning and end of the "MICR" line (the numbers printed on the white strip near the bottom edge of the warrant).

2) Make certain that the Alaska state seal is printed on the warrant.

4) Ensure that the MICR line includes numbers only...never text.

3) Verify that the MICR line is complete and legible, i.e. the lower half of the numbers aren't cut off and the coding is not faint.



DO NOT issue the warrant if the MICR line or state seal are missing or are not printed clearly. Do not print more warrants. Instead, confirm that the warrant stock is feeding correctly into the printer (blue side down with the white MICR line strip facing the rear of the paper drawer). If the warrant stock is correctly positioned, phone the WIC Help Desk at 1-888-484-5763 (or 465-8200 in Juneau). Explain that WIC warrants are not printing correctly. Have the invalid warrant nearby, as you may need to fax a copy to the attendant.

The MICR line and MICR ink cartridges

The MICR line is the string of numbers at the bottom edge of a warrant. The MICR line uniquely identifies the warrant, the bank and the bank account on which the warrant will be drawn. The MICR ink cartridges contain a special ink that facilitates automated scanning of the MICR line at the bank.

- **Replace MICR ink cartridges using the 6 month OR 2-box rule.** Print quality declines after 6 months *OR* after printing 2 boxes of warrants (eight, individually-wrapped stock bundles or 4,000 sheets). So replace MICR ink cartridges after 6 months *OR* after printing 2 boxes of warrants, whichever is first.
- **Never, Never, Never shake a MICR ink cartridge** and then return it to the warrant printer in an effort to extend its life.
- **Only print WIC warrants** on the warrant printer. Never print other documents from the same printer.
- **Always use a MICR ink cartridge in the warrant printer.** Do not use any other cartridge. Before the life expectancy of the existing MICR cartridge approaches (6 months *OR* 2 boxes of warrant stock), order replacement MICR cartridge(s) from the state office at 465-3100.

When in doubt, change the MICR printer cartridge!